

NEETHU JOY
ACCOUNTS EXECUTIVE
Alain, UAE



Email : neethurosaa@gmail.com
LinkedIn Id : <https://www.linkedin.com/in/neethu-joy-b8b3b5132>
Phone : 0507049342

CAREER OBJECTIVE

Seeking a job in Finance domain where I can build a challenging and rewarding career with committed & dedicated people who will help me to realize my potential and grow with the organization while being resourceful, innovative and flexible.

PROFESSIONAL EXPERIENCE

1	Agro Indus Credits Ltd, Cochin (1 year)	Accounts Executive	Jan.2019 - Mar.2020
2	Reliance Industries Limited, Surat (2 months)	Internship	May 2017-Jun 2017

EDUCATION

- FISAT Business School, **KTU University** : **M.B.A (Finance)**, 2018 - 65%
- NAIPUNNYA Institute Of Management
And Information Technology, **CALICUT University** : **B.COM (Finance)**, 2015 - 72%
- Naipunnya Public School, **CBSE Board** : **HSC** - 68%
- Naipunnya Public School, **CBSE Board** : **SSC** - 88%

PERSONAL DETAILS

DOB	22 nd Oct 1993
LINGUISTIC ABILITY	English, Malayalam & Hindi
VISA STATUS	RESIDENCE VISA
PASSPORT NO.	K8015494
NATIONALITY	Indian
MARITAL STATUS	Married
PERMANENT ADDRESS	Koikara (H), Azhakom P.O, Karukutty, Ernakulam Dist

TECHNICAL SKILLS

- Basics of **SAP-FI**
- **Tally ERP 9**
- Hold an expertise level in **Microsoft Office Tools**
- MS Excel - **Pivot Table, Lookups**

STRENGTH

- Have good analytical and problem-solving skills.
- Sincere
- Quick learner

(neethurosaa@gmail.com, 0507049342)

- Hard working
- Ability to work well under pressure
- Dedication
- Willing to acquire new skills
- Good written and oral communication skills

EXPERIENCE

ACCOUNTS EXECUTIVE (1 year and 2 months)

Jan.2019 – Mar.2020

Agro Indus Credits Ltd , Kerala (www.agroindus.co.in)



- Agro Indus Credits Limited (Formerly Agro Indus Finance and Leasing India Limited), is a public limited company, incorporated under the companies Act, 1956 in the year 1997.
- Maintenance of general Ledger accounts
- Posting Journal entries and keeping up to date record of all transactions
- Reconciliation of general Ledgers and trial balance
- Reviewing & Preparation of daily journal vouchers with supporting documents
- Cross checking bank statements with cash book and trial balance to check for errors
- Preparing and verifying bank reconciliation statement and checking remittance from customers
- Managing cash inflows, outflows & carrying out petty cash Transactions
- Reviewing Trial balance and balance sheet before day end.
- Management of Fund transfer to various branches of the company
- Reviewing the transactions and activities of branches.

INTERNSHIP (2 months)

(May 2017- Jun 2017)



Reliance Industries Limited, Surat, Gujarat (www.ril.com)

- Worked as an intern in Finance & Accounts Dept in Reliance Industries Limited, Petrochemicals Division, Surat.
- Engaged in preparing cost reports and reconciliation.
- Maintained cash and bank accounts of the department.
- Analyzed ledger accounts and its preparation and coordinated with purchase department.
- Reconciled vendors' invoices, credit and debit notes with suppliers.
- Generating cost reports and investigating discrepancies between invoices, receipts.
- Perform cost and variance analyses.

AREAS OF INTEREST

- Cash Managers, Manager Consultants, Investment Banking Associates, Credit Managers & Specialists, Financial Analyst, Finance Officers & Treasurers, Insurance & Risk Managers, Investment Bankers, Investing Sales Traders & Associates
- **Hobbies:** Reading books, Listening to music and Gardening.

ACHIEVEMENTS & CERTIFICATIONS

- ❖ Successfully undergone training in Tally ERP9 by Internshala.
- ❖ Successfully undergone preliminary training in SAP-FI module.
- ❖ Certified in 100 hrs of study on 'Information Technology' by ICMAI.
- ❖ Earned certificate of completion in 'ESI & PF' by Finprov.
- ❖ Project Regarding 'Performance Management System and its linkage to HR processes of Head office, Federal Bank.
- ❖ Certified in 'Project Management for managers' by NPTEL.
- ❖ Participated in the 'Indo-Japanese International Conference on Corporate Social Responsibility and Organizational Governance'.

DECLARATION

I hereby declare that all the above-furnished details are correct to the best of my knowledge, belief and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Alain
Date : 02/02/2022

NEETHU JOY